



**OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA
PANCHKULA**

Order No. kw 10/2-2021 Admn(4)

Dated, Panchkula the 28/12/22

A copy of letter No. 04/06/2022-1 Trg. Dated 16.12.2022 received from Chief Secretary to Government, Haryana regarding Training of newly appointed members of the Non-State Civil Service of Haryana to the Indian Administrative Service for the Select List of 2019 is forwarded to the following for information and necessary action:-

1. Director Elementary Education Haryana, Panchkula.
2. District Education Officer, Fatehabad.
3. District Education Officer, Nuh.
4. District Education Officer, Kurukshetra.
5. District Education Officer, Jhajjar.
6. Superintendent HRG-I & II.
7. Superintendent PGT I-IV.
8. Superintendent HRME I & II.
9. Superintendent Admn. (Pry).
10. PA/DSE.
11. PA/ Additional Director Admn.
12. PA/Additional Director Academic.
13. PA/ Joint Director Admn.
14. PA/Joint Director (MSS).
15. All the Assistants Admn. Branch (Sec.).
16. IT Cell (HQ) for website.


SUPERINTENDENT ADMN.
for DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA

Through: E-mail

8242 Ad (4)

21/12/2022

From

The Chief Secretary to Government, Haryana

To

1. The Director, Consolidation of Land Holdings & Land Records, Haryana, Bays No. 25-26, Sector-4, Panchkula.
2. The Deputy Commissioner, Jhajjar.
3. The Deputy Commissioner, Nuh.
4. The Deputy Commissioner, Fatehabad.
5. The Deputy Commissioner, Kurukshetra.
6. The Director General, Haryana Institute of Public Administration (HIPA), Plot No. 76, HIPA Complex, Sector-18, Gurugram-122001.
7. Divisional Training Centre (HIPA), Sector 25, Panchkula Extension, Panchkula, Haryana 134116.

Memo No. 04/06/2022-1Trg.

Dated Chandigarh, the 16th December, 2022.

Subject: Regarding Training of newly appointed members of the Non-State Civil Service of Haryana to the Indian Administrative Service for the Select List of 2019.

In reference on the subject noted above.

2. It is informed that the following Districts have been allotted by the State Government to the newly promoted IAS (Non-State Civil Service) for their Districts attachment/training:-

Sr.No.	Name of IAS Officers (Non-SCS)	Districts Allotted
1.	Dr. Vivek Bharti, IAS, (S.C.S. 2016)	Fatehabad
2.	Dr. Harish Kumar Vashishth, IAS, (S.C.S. 2016)	Nuh
3.	Dr. Jainder Singh Chhilar, IAS, (S.C.S. 2016)	Kurukshetra
4.	Dr. Brahmjeet Singh Rangi, IAS, (S.C.S. 2016)	Jhajjar

3. The training schedule for these newly promoted IAS (Non-State Civil Service) will be as under:-

Sr. No.	INSTITUTION/OFFICE OF TRAINING (VENUE OF TRAINING)	DETAILS OF TRAINING
1.	DEPUTY COMMISSIONER OFFICE'S (Three Weeks) 19.12.2022 to 08.01.2023	As soon as the these IAS reports to the D.C, he should be given the following branches of the D.C. office:- a) Miscellaneous Branch b) Complaints & Enquiry Branch. 1). They will sufficiently familiarize himself with the work of various branches of DC office, one at a time, during the entire district training. 2). These IAS will be inducted into practical project management for 1 week by way of hands-on exposure to implementation of large infrastructure projects in the district. 3) They will accompany the DC on tours during the Inspections of Police Stations/Jails and other offices. He/She will also participate in the District level and Sub-Division level meetings regarding Public Grievances, 20 Point Programme, Small Savings, Family Welfare and Review of Revenue and Development works etc. 4). They will sit along with the DC whenever he

O/o ACS (SE)

File No. 62680

Date 20/12/22

ACSS (busy)

PM

PS/ACSS

19-12-22

DSE


20-12-22

Addl. DS (Admin) (Duse)


S. Adh
(GT)
21/12/22

		<p>hears court cases. He will learn about the procedure of recording evidence and writing judgments/orders.</p> <p>5). The DC should move the Govt. sufficiently in advance to confer the powers of Executive Magistrate to the AC(UT).</p> <p align="center">DCs concerned should also assign work of various branches of DC office from time to time during the period of District Training in addition to the training mentioned herein.</p>
2.	<p>REVENUE ATTACHMENT IN DTC, HIPA, PANCHKULA & PATWAR TRAINING SCHOOL, PANCHKULA</p> <p align="center">FOUR WEEKS</p> <p>09.01.2023 to 05.02.2023</p> <p>(for this period, the officers will be attached with the O/o the ACS & FCR)</p>	<p>These IAS will be attached with Patwar Training School, Panchkula for a period of Four Weeks.</p> <p>a) During these 4 weeks, one week each will be devoted to inputs on Revenue Laws, Land Records, Consolidation of Land and Demarcation.</p> <p>b) They will learn about preparation of Land Records, the functions and powers of various Revenue officers, procedures of Revenue Courts, preparation of Masavi, Field Book, Shajra and the activities under the Digital India Land Records Modernization Programme (DILRMP).</p> <p>c) They will also learn about the stages of Consolidation and Demarcation in the field.</p> <p>d) Independent charge of Patwari will be given to them during this period.</p> <p>e) Director, Land Record may be requested to fix date this training at the earliest.</p>
3.	<p align="center">TEHSIL OFFICE.</p> <p align="center">(NINE WEEKS)</p> <p>06.02.2023 to 09.04.2023</p>	<p>1) These will take independent charge of a Patwari for ONE WEEK.</p> <p>2) They will take independent charge of Kanungo for TWO WEEKS.</p> <p>3) They will be attached with for ONE WEEK with the Tehsildar and Naib-Tehsildar (Mahal). The concerned DC will decide the Tehsil with which the these IAS is put in a Tehsil under an experienced SDO(c). (He/ She will record entries in Khasra Girdawari (Kharif) of at least one revenue estate in his own hand on the spot. He will attest mutations also in his circle). He would study the disposal of revenue court cases by the Tehsildar and Naib-Tehsildar.</p> <p>4) They would function as Naib Tehsildar and would hear and decide cases as Assistant Collector-II Grade for FIVE WEEKS. The DC should take a special care in selecting the cases so that the AC (UT) gets to know the various stages, procedures and nature of revenue cases at the Tehsil level. He would also attend mutation in his circles and record entire in Khana Gridawari (Kjasra) of at least one revenue estate in his own hand on the spot.</p> <p>5) During the NINE WEEKS of attachment with Tehsil, the AC (UT) would also study the working of Tehsil and field officials in detail and also computerization of land records.</p>
4.	<p align="center">DISTRICT OFFICES</p> <p align="center">(THREE WEEKS)</p> <p>10.04.2023 to 30.04.2023</p>	<p>They will also be attached for THREE WEEKS with the following to familiarize himself with the functioning of their Departments:-</p> <p>1. Treasury Officer (5 days)</p>

	<ol style="list-style-type: none">2. Market Committee & District Food and Supplies Officer3. District Forest Officer (Two days)4. District Education Officer & District Elementary Education Officer5. Chief Medical Officer6. Deputy Excise and Taxation Commissioner7. Estate Officer, HUDA & District Town Planner8. District Social Welfare Officer & PO, ICDS9. District Industry Officer (for MSME & Skill Development Programs)10. Circle Agriculture Officer/ DD, Agriculture11. Sugar Mills & Co-operative Societies12. Technical Departments of Irrigation, PWD (B&R), Power and Public Health. <p>DC will ensure that AC (UT) will be exposed to experiences at both the District and grass root levels with citizens, public servants, beneficiaries, implementation agencies, government functionaries etc.</p>
--	--


Superintendent Training
for Chief Secretary to Govt., Haryana
16/12

A copy is forwarded to all the Administrative Secretaries to Government, Haryana herewith for information and further necessary action.

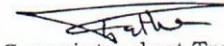

Superintendent Training
for Chief Secretary to Govt., Haryana
16/12

To
All the Administrative Secretaries to Government, Haryana.

U.O. No. 4/06/2022-1Trg.
Endst. No. 4/06/2022-1Trg.

Dated Chandigarh, the 16th December, 2022.
Dated Chandigarh, the 16th December, 2022.

A copy is forwarded to **The Deputy Director**, Government of India, Lal Bahadur Shastri National Academy of Administration, (LBSNAA), Mussoorie-248179, (Uttarakhand) with the request to provide the schedule of Induction Training Programme for these (Non-SCS) IAS officers.



Superintendent Training
for Chief Secretary to Govt., Haryana
16/12

Endst. No. 4/06/2022-1Trg.

Dated Chandigarh, the 16th December, 2022.

A copy is forwarded to the following for information and further necessary action :-

1. **SH. PANKAJ GANGWAR**, Under Secretary to Government of India, DoPT, New Delhi w.r.t. his letter No. 14015/07/2020-AIS(I)-B DATED 25.10.2022.
2. The Additional Chief Secretary to Government, Haryana and **Financial Commissioner, Revenue & Disaster Management and Consolidation** Departments.
3. Additional Chief Secretary to Government, Haryana, **Home, Jails, Criminal Investigation and Administration of Justice** Department.
4. Additional Chief Secretary to Government Haryana, **Finance and Planning** Departments.
5. Additional Chief Secretary to Government, Haryana, **Environment and Climate Change** Department.
6. All the Divisional Commissioner in the State.



Superintendent Training
for Chief Secretary to Govt., Haryana
16/12

Endst. No. 4/06/2022-1Trg.

Dated Chandigarh, the 16th December, 2022.

A copy of the training schedule is forwarded to the following officers with the direction to report their concerned Deputy Commissioners on dated 19.12.2022 at 09:00 AM:-

1. **DR. VIVEK BHARTI**, IAS, (S.C.S. 2016), Additional Secretary to Government, Haryana, Finance Department.
2. **DR. HARISH KUMAR VASHISHTH**, IAS, (S.C.S. 2016), Additional Secretary to Government, Haryana, Home-II Department.
3. **DR. JAINDER SINGH CHHILAR**, IAS, (S.C.S. 2016), Additional Secretary to Government, Haryana, Finance Department.
4. **DR. BRAHMJEET SINGH RANGI**, IAS, (S.C.S. 2016), Additional Secretary to Government, Haryana, Environment & Climate Change Department.


Superintendent Training
for Chief Secretary to Govt., Haryana

16/12/22

Internal Distribution:

- (i) PS/CS (for the kind information of worthy Chief Secretary)
- (ii) PS/SSPS (for the kind information of W/SSPS)
- (iii) The Joint Secretary (Admn.) to Government Haryana, (in Services-IV Branch).
- (iv) The Under Secretary to Government, Haryana, (in Services II Branch & PAR Cell).
- (v) The Under Secretary (General) to Government, Haryana, (In Account Branch).